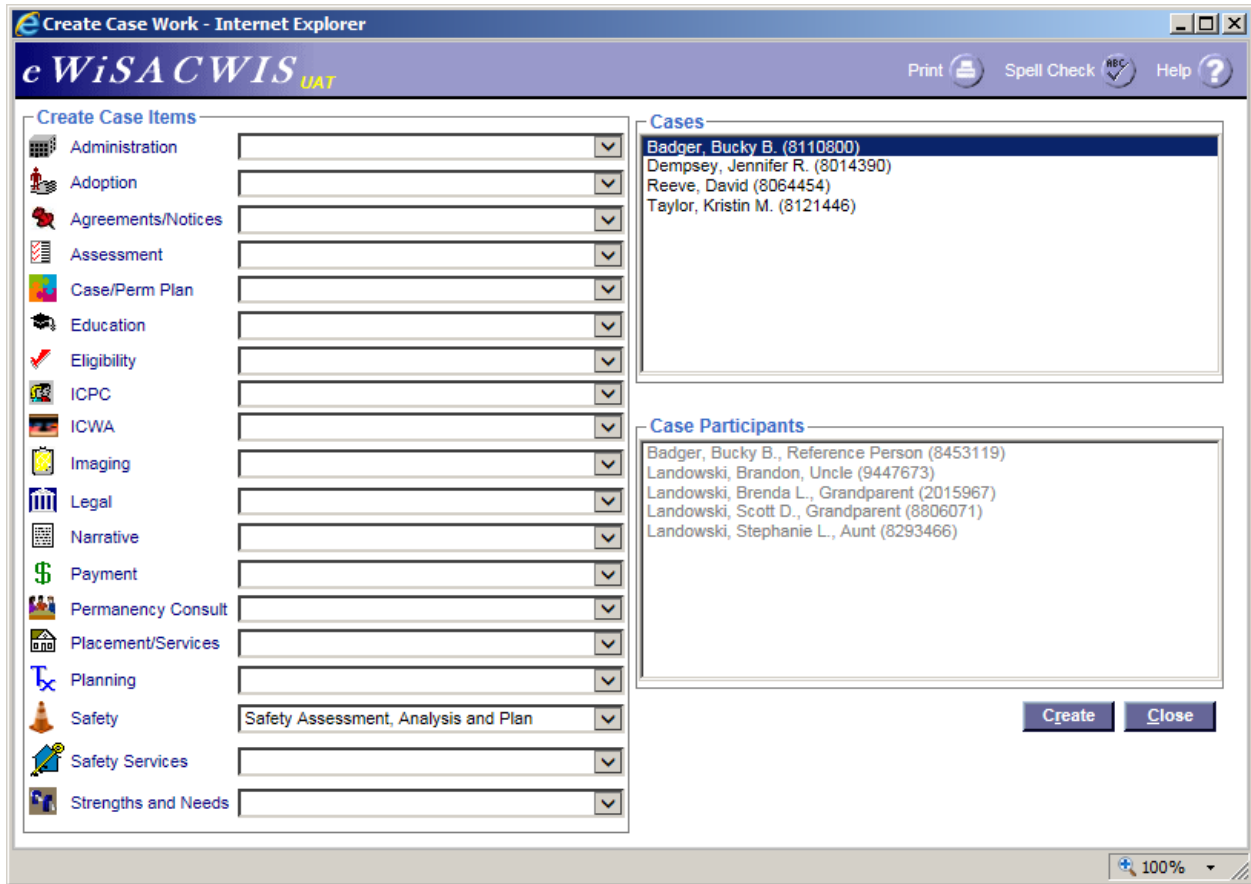# Safety Assessment, Analysis and Plan

Note: In order to create a Safety Assessment, Analysis and Plan, an assignment to the case is needed.

1. From the desktop, go up to Create > Case Work or click the Case Work hot button ![Case Work button]. This will open the Create Case Work page.

2. On the Create Case Work page, select Safety Assessment, Analysis and Plan from the Safety Assessment drop-down. Select the appropriate Case. Click Create.

3. If prior Safety Assessment, Analysis and Plans exist for this case, the Safety Assessment, Analysis and Plan Selection Copy page will appear allowing you to copy a previous plan by clicking the Copy hyperlink. If you do not want to copy any previous plan, select the 'Create' button.

4. On the Safety Assessment, Analysis and Plan page, select the Type of Safety Assessment, Analysis and Plan being created.

5. The Part. Info tab will be blank unless a Safety Assessment, Analysis and Plan was selected to copy. Click the Add/Edit button in the Child Information and Parent/Caregiver Information group boxes to add the participants for this Safety Assessment, Analysis and Plan.

6. The Case Participants/Collaterals page allows you to select the appropriate participants. Click Continue to return to the Safety Assessment, Analysis and Plan page. New participants or collaterals must be added to the case before they will display here.

7. The participants are now displayed on the Part. Info tab.

8. The Safety Assessment tab contains 11 Safety Threats. Answer the 11 questions and scroll down to the Safety Assessment and Conclusion group box. Enter the Date of Safety Assessment and for Division of Milwaukee Child Protective Services (DMCPS) workers, complete the DMCPS Safety Services group box as applicable.

   • If all safety questions are answered 'No', enter the date of the safety assessment, open the Safety Assessment template from the Options drop-down, check the Completed check box in the upper right-hand corner and proceed to step 16 in this guide.

   • If any safety question is answered yes, proceed to the next step.

9. The Description of Safety Threats tab displays the Safety Threats selected on the Safety Assessment tab with required narrative text to describe each identified safety threat. The Services Available/Accessible group box questions are view only on this tab.
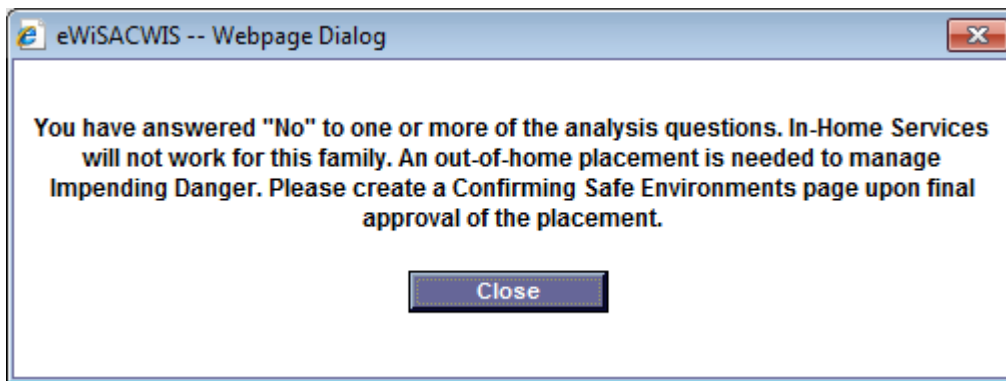
10. The Plan Analysis tab contains several questions. How you answer 'Can and will the non-maltreating parent or another adult in the home protect the child(ren)?' will impact how the rest of this tab works. If you answer 'Yes', the corresponding narrative becomes required and the Analysis questions are disabled. If you answer 'No' or 'N/A', the narrative is disabled and the Analysis questions are enabled and required.
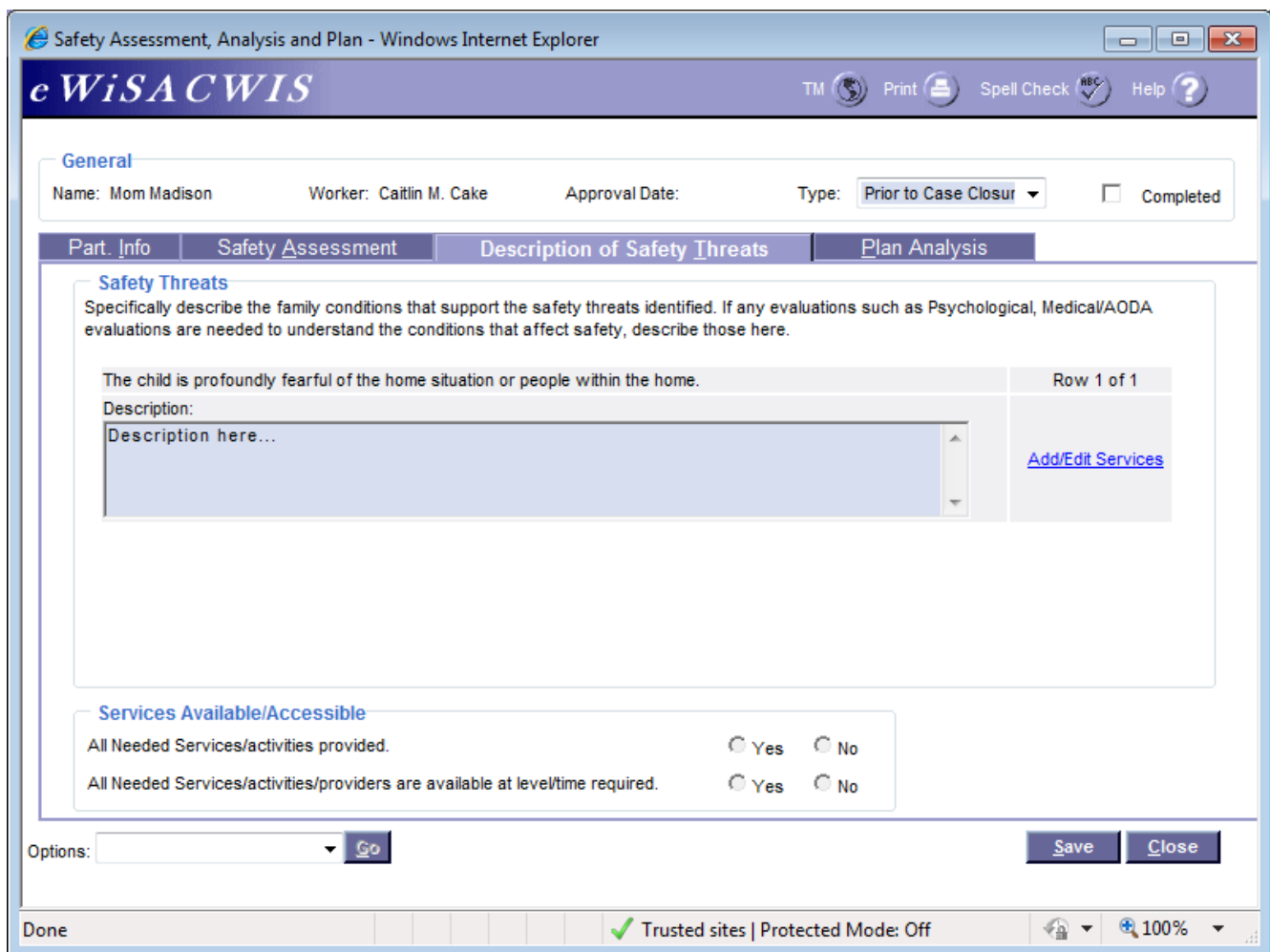

11. If all of the Analysis questions are answered 'Yes', you will receive the following message. Selecting No returns you to the Plan Analysis tab. Selecting Yes will take you to the Description of Safety Threats tab to enter the In-Home Services that will be implemented to ensure safety of the child(ren) in the home.
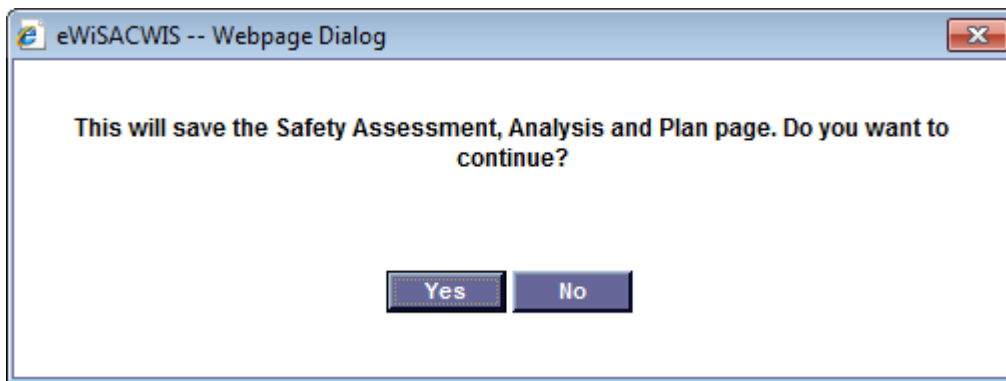
12. If one or more of the Analysis questions are answered 'No,' the following message will direct you to complete a Confirming Safe Environments:
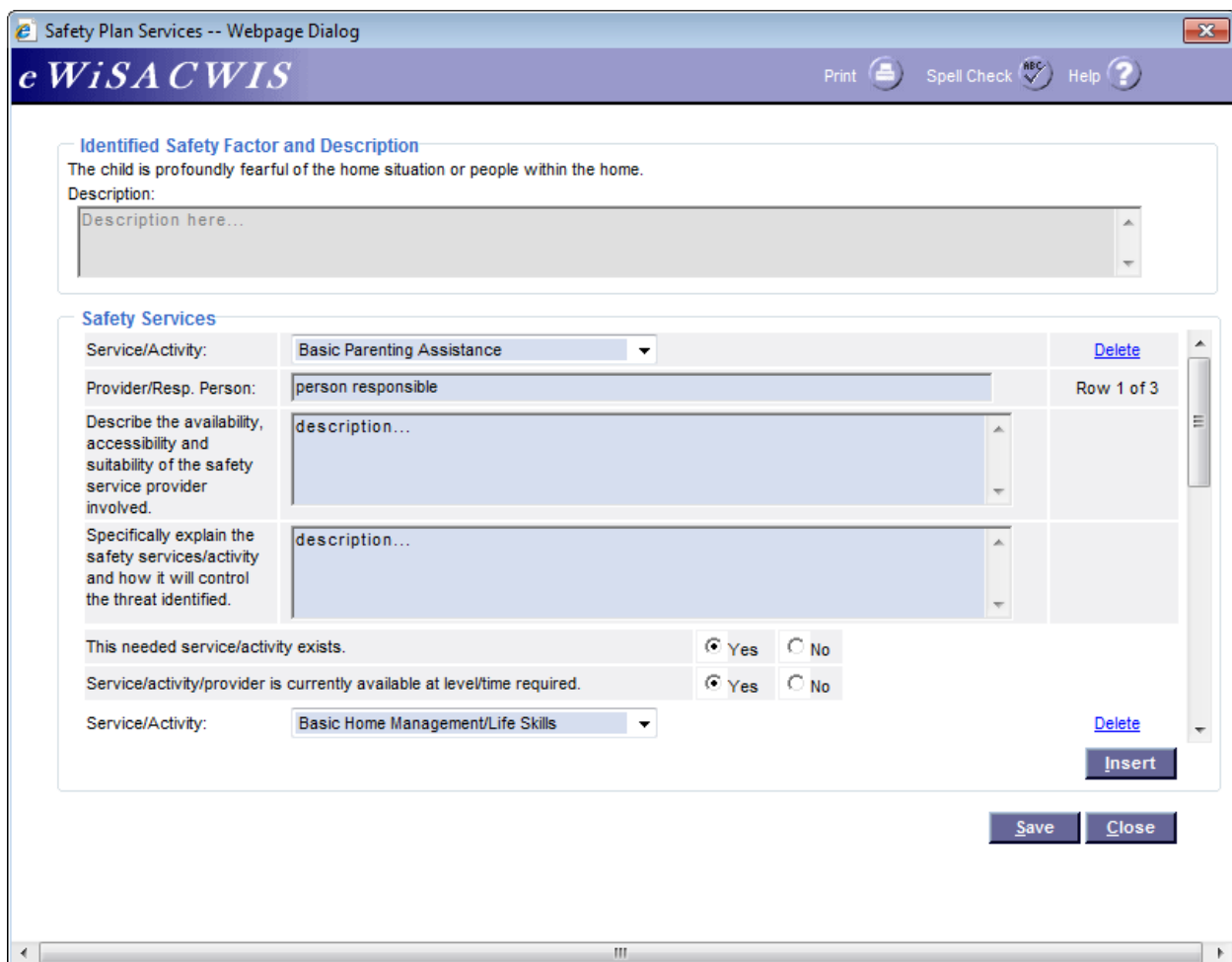

13. If in-home services may work for this family, enter the services that will be implemented by clicking the 'Add/Edit Services' hyperlink on the Description of Safety Threats tab.

14. Clicking the Add/Edit Services link will launch a pop-up. Click Yes to save and continue or No to return to the Safety Assessment, Analysis and Plan page without saving.

15. The Safety Plan Services page will open, displaying the identified safety factor, the description why that factor was selected, and an empty Safety Services group box. Click the Insert button to insert a service. Select the appropriate Service/Activity that is being implemented to address the safety factor, enter the name of the provider or responsible person providing the service, any additional information about the service being provided, and answer the two questions about the service and provider being available. Click the Insert button again to add as many services being established to address this safety factor. When all services are entered, select Save and then Close.

16. The Service/Activity and Provider/Responsible Person displays on the Description of Safety Threats tab. The Services Available/Accessible questions now have answers pre-filled.

17. If both of the Services Available/Accessible questions are answered 'Yes', then document narrative for 'Describe how CPS will manage/oversee the safety plan, including communication with the family and providers.'

18. Open the two templates associated with the Safety Assessment, Analysis and Plan page: the Safety Assessment and the Safety Analysis and Plan. Check the Completed check box.

19. If you do not open the text templates, the following message will pop-up when after you check the Completed checkbox and click Save. Ignore will continue saving and Return will allow you to open the text templates and then save.

20. From the Options drop-down, select Approval and click 'Go.'

21. Select the Approve radio button and click Continue to return to the Safety Assessment, Analysis and Plan. If Approve cannot be selected, verify the Completed checkbox was checked on the Safety Assessment, Analysis and Plan page and that all errors have been corrected. On the Safety Assessment, Analysis and Plan page, click Save to send the approval to the supervisor.